

ORD MAG

Suggested Study Areas

ORD MAG is considering a number of topics for study. Your input bears heavily on what is selected. Please rank the following topics according to level of interest (H = high, M = medium, L = low), and add any comments that you feel would aid us.

Rank

Study Area

_____ Perform a comprehensive study of ORD practices for reviewing and rating employees. Develop explanatory descriptions of purposes and functions of various elements in this area, including the Career Service Panel, the Special Panel, the LOI, Fitness Reports, etc. Distribute results to employees to provide a better understanding of this process.

Comments: _____

_____ Investigate present techniques for customer liaison and coordination. Review methods for potential improvement.

Comments: _____

_____ Review Agency use of employee rotation and the effectiveness with which it might be used by ORD.

Comments: _____

Rank

Study Area

____ Discuss training experiences with ORD employees and develop recommendations to management on ways to improve training effectiveness.

Comments: _____

____ Study the current ORD project initiation and review system and develop recommendations for restructuring and/or improvement.

Comments: _____

____ Review Agency progress on the Upward Mobility concept and propose possible approaches that could be pursued within ORD. This would include the solicitation of suggestions and participation by the ORD staff.

Comments: _____

____ Develop and distribute to ORD an overall calendar for administrative actions. This would include programming, budgeting, fitness report reviews, and any other items which would aid scheduling and employee effectiveness.

Comments: _____

Rank

Study Area

_____ In the face of snowballing administrative requirements and paperwork, review the need for and purpose behind various reporting requirements and recommend changes as appropriate.

Comments: _____

_____ Periodically provide D/ORD with employee comments and concerns on an informal basis. This channel of communication would be nonattributable and bring directly to management an insight into employee concerns perhaps not otherwise available.

Comments: _____

